

DUTY STATEMENT
STATE TREASURER'S OFFICE
Division: CAEATFA

PART A	
Position No: 321-001-4223-XXX	Date:
Class: Associate Treasury Program Officer (Limited Term – Exp Date: 12/31/15)	Name: Vacant
<p>Under the direction of the Treasury Program Manager II and/or Treasury Program Manager I, this position will act independently in developing and implementing various programs, policies and operating procedures of the California Alternative Energy and Advanced Transportation Financing Authority (CAEATFA) related to the California Hub for Energy Efficiency Financing (CHEEF) Pilot Programs.</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
25%	Conducts complex analyses of various program design elements, including financing mechanisms such as credit enhancements and on-bill repayment structures to be developed for the Authority's financing programs. Conducts special research-oriented projects on topics that affect the programs of the Authority, including involvement in working group teams that research various issues (policy and administrative); makes recommendations to management, and participates in the rulemaking process.
25%	Conducts meetings with prospective financial institutions and contractors to describe the program and encourage participation; conducts training sessions for newly enrolled participating financial institutions and contractors to train their personnel on the process of project enrollment under the program.
15%	Analyzes program applications and claims to ensure compliance with CAEATFA's statutory authority, as well as the applicable program regulations and policies.
10%	Acts as a liaison with a wide variety of stakeholders, including the California Public Utilities Commission (CPUC), the state's Investor Owned Utilities (including Pacific Gas and Electric Company, San Diego Gas & Electric Company, Southern California Edison Company, and Southern California Gas Company); Center for Sustainable Energy (CSE); various financial institutions; and energy efficiency retrofit contractors. Responds to inquiries; provides technical information on programs to other technical and clerical staff, including those of other State agencies, the Legislature, the investor-owned utilities, and members of the banking, insurance, and investment communities.
10%	Prepares and manages contracts and amendments and other various contract-related documentation and reports; makes recommendations concerning contract terms and task order preparation to management; prepares RFPs/RFOs and coordinates all activities associated with consultant selection process; ensures compliance with program regulations and State contracting processes.
10%	Assists with reconciliation, compliance, and reporting activities with respect to participating financial institutions, and program enrollment/claims, to ensure adherence to state and federal laws. Performs additional tasks to assure legal, regulatory and contractual compliance.

5%	Develops, updates, and maintains program reports, as well as written policies and procedures for the Authority's program activities, regulations, and general office operations.
NON-ESSENTIAL FUNCTIONS	

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

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Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Review printed and handwritten material, reading computer screen.					X
HEARING: Answer inquiries and provide verbal information to agencies, communities, and public and private sector.					X
SPEAKING: Answer inquiries and provide verbal information to other employees, agencies, public and private sector.				X	
WALKING: Distribution of information and copying.				X	
SITTING: Sitting at desk for long periods of time.					X
STANDING: Xeroxing or faxing		X		X	
BALANCING:	X				
CONCENTRATING: Gathering financial/statistical information, preparing analytical reports and documents.					X
COMPREHENSION: Understanding financial and statistical information gathered from various sources.					X
WORKING INDEPENDENTLY: Must be able to work independently and under the supervision of the TPM I					X
LIFTING UP TO 10 LBS OCCASIONALLY: Obtain files and documents.				X	
LIFTING UP TO 20 LBS OCCASIONALLY AND/OR 10 LBS FREQUENTLY:	X				
LIFTING UP 20-50 LBS OCCASIONALLY AND/OR 25-50 FREQUENTLY:	X				
FINGERING: Use computer to enter data gathered, and dial telephone.					X
REACHING: Answering telephone and reach for supplies and paperwork.				X	
CARRYING: Carry documents and files.				X	
CLIMBING:	X				
BENDING AT WAIST:	X				
KNEELING:	X				
PUSHING OR PULLING:	X				
HANDLING: Sort and file paperwork.				X	
DRIVING:	X				
OPERATING EQUIPMENT: Computer, telephone, xerox machines, fax.				X	
WORKING INDOORS: Enclosed office environment					X
WORKING OUTDOORS:	X				
WORKING IN CONFINED SPACE: Enclosed office environment					X